



# *Human Resources Glossary*

April, 2001





## *AASIS Terms*

Term	Definition
Accrual	Leave hours an employee accumulates based on the statewide rate table.
Attendance/ Absence Types	<p>An attendance/absence type defines the reason for an employee being at work or away from work. This may or may not affect the employee's base pay. Attendance and absence types can be restricted to personnel areas and personnel subareas.</p> <p>Specific attendance and absence types are defined for certain employees based on personnel areas and personnel subareas. The attendance/absence type is stored in the system and can be a default on the CATS Time Sheet. Attendance/absence type examples are:</p> <ul style="list-style-type: none"> <li>• Annual Leave</li> <li>• Sick Leave</li> <li>• Military Leave</li> <li>• FMLA</li> </ul>
Attendee Types	<p>When you book an attendee for a business event, you will be asked to select an attendee type. All billing and allocation data for the attendee is taken from the data stored for the attendee type.</p> <p>There are two kinds of attendee types, individual and group attendees.</p> <p>Individual attendee types represent one attendee.</p> <p>Group attendee types are used to book large numbers of employees from the same company or an organizational unit at the same time.</p>
Benefit Area	A benefit area is used to group employees together in accordance with a predetermined set of criteria. The AASIS system defines the benefit area based on the existing organizational structure and specific benefit programs offered to the various employees within the organizational structure. One benefit area has been set up to accommodate all of the benefit programs for all of the State of Arkansas participating agencies.
Benefit Category	Within the benefit area are benefit categories. These are a collection of benefit types. The benefit category determines the infotype the data will be stored on and the type of processing that can be applied. Examples include: Health (Medical, Dental), Insurance (Basic Life, Optional Life, Spouse, Dependant Child), Savings, Flexible Spending Accounts and so on.
Benefit Plan	A benefit plan is the level of the benefits structure where vendors, options, costs and eligibility rules are determined.
Benefit Plan Status	<p>The benefit plan status defines whether the plans are active and whether employees are currently enrolled in a plan. There are three possible statuses:</p> <ul style="list-style-type: none"> <li>• Open - Active participants, open for enrollment</li> <li>• Closed - No active participants, not available for enrollment</li> <li>• Locked - Active participants, not available for enrollment</li> </ul>
Benefit Program	A benefit program is a list of plans for a certain group of employees. This is based on First and Second Program grouping (see Enterprise Structure). The benefit program is a factor in determining eligibility for different plans.

Term	Definition
Benefit Type	Benefit types are attached to Benefit Categories. There can be several types for each category. For example, the types for Health would be MEDI (Medical) and DENT (Dental). An employee can enroll in only one Benefit Plan in each Benefit Type.
Benefits Eligibility	An employee's eligibility for a specific benefits program is defined through a combination of benefit area, First Program grouping, and Second Program grouping.
Benefits Eligibility Rules	<p>Participation in a plan and continuing eligibility is governed by rules that reflect the State of Arkansas benefit policies and practices. These rules are configured at plan setup and can include:</p> <ul style="list-style-type: none"> <li>• Restricting the choice of plans available to an employee or group of employees.</li> <li>• Providing evidence of insurability (EOI) such as medical affidavit for proof of good health before an employee can participate in some insurance plans.</li> <li>• Requiring prerequisite or co-requisite plan enrollments.</li> <li>• Standard automatic plans that cover all employees or default plans that cover new employees until benefit plans are selected.</li> <li>• Limitations on contributions.</li> <li>• Limitations on insurance coverage.</li> </ul>
Benefits Miscellaneous Payroll Deduction	On July 2, 2001, all non-state-sponsored benefit elections will be entered as a miscellaneous payroll deduction by agency payroll staff. Many of these elections will be added to the AASIS Benefits elections at a later date. For now, agency payroll personnel will use infotype 0015 (Additional Payments) and 0014 (Recurring Payments and Deductions) to enter payroll deductions for non-state sponsored benefit elections.
Book List	<p>The Book List function lets you make multiple bookings in one step.</p> <ul style="list-style-type: none"> <li>• Book list per business event - You can book multiple attendees (and attendee types) for one business event at the same time.</li> <li>• Book list per attendee - You can book one attendee for multiple business events at one time.</li> </ul> <p>The data for the attendees you want to book list must be stored in the system already.</p>
Business Event	A business event is an event scheduled to take place on a specific date. A business event can be a training course.
Business Event Follow-up	<p>Once a business event has begun or is given the status firmly booked, you can perform coordinating follow-up activities.</p> <ul style="list-style-type: none"> <li>• Confirmation of attendance notifications are manually issued for all attendees</li> <li>• The booking record is deleted if so specified</li> <li>• The attendance history is created if so specified</li> <li>• Confirmation of attendance notifications is output for all attendees.</li> </ul>
Business Event Group	<p>Business event groups serve to classify business event types that share the same characteristics or deal with related subject matter such as Language Courses or Data Processing Courses.</p> <p>It is also possible to set up business event groups in a hierarchical structure.</p>
Business Event Hierarchy	<p>A structure representing all business event groups and business event types, showing their hierarchical interrelationships.</p> <p>It is also possible to use the business event hierarchy to show the business events offered in a given period.</p>

Term	Definition
Business Event Type	A business event type is a grouping together of business events that share the same attributes. Unlike the actual business event, the event type is not scheduled for a specific date. It serves as the blueprint that defines the general characteristics of the business event, including important information required for planning and creating business events, such as the resources required and a schedule model for which attendees can be booked or enrolled. You store all of the attributes that are typical for an event with the event type. You can group multiple event types together to form a business event group (for example, technical vs. management) thus, forming a hierarchical structure.
Cancel Attendance	If an attendee wants to cancel their attendance for a business event, they need to ask their agency's Training Liaison to contact a Training Technician or Training Secretary to perform the cancellation.
Client	The State is the highest unit in the enterprise structure. It is the logical grouping of legal, organizational, geographic, and administrative units.
Company Code	The Company Code is used to structure the business organization from a financial accounting perspective. Legally required financial statements, such as balance sheets and profit and loss statements, are created at the company level.
Compensation	Payment for hours worked.
Compensatory Time	Banked overtime that is determined from the rule that each non-exempt employee is assigned. Currently there are three compensatory time rules configured in AASIS: Standard, 8/80, and 7K.
Correspondence	The Correspondence function lets you send notifications automatically or manually for the various activities and transactions that arise in Training and Event Management.
Correspondence History	Each item of correspondence that is output is recorded in the correspondence history. This function logs which notifications are output to whom.
Cost Center	Organization unit that represents a defined location of cost incurred. Cost centers are configured to represent the organizational structure of the Agency to capture costs associated with personnel and their support.
Cost Object	A cost object is a cost collector. Cost objects that can receive labor charges through CATS are: <ul style="list-style-type: none"> <li>• Cost Center</li> <li>• Internal Order (real and statistical)</li> <li>• WBS Element</li> </ul>
Cross-Application Time Sheet (CATS)	The Cross-Application Time Sheet (CATS) is a module within AASIS used to record attendance, absence, action, and cost allocation information in a central time sheet. CATS is used by Agency Time Data Entry and Agency Time Management Specialist personnel. CATS offers the following advantages: <ul style="list-style-type: none"> <li>• Cross-application standardized screens for ease of use for entering absence and attendance data</li> <li>• Default values and data entry templates</li> <li>• Online validation</li> <li>• Integration between HR and FI</li> </ul>

Term	Definition
Delimit	When an infotype is updated, the old data is not lost. Each infotype record is stored with a specific validity period. The validity period has a start and an end date. “Delimit” is the ending date. For example, when an employee is promoted to a new position, the previous record indicating the position assignment as HR Assistant becomes “delimited” and the new position assignment becomes the current record. The old record is not deleted, it is delimited, or in other words, placed in history.
Employee Group	Employee groups represent different types of employees in the organization. The employee groups include: <ul style="list-style-type: none"> <li>• Regular State Employee</li> <li>• State Retiree</li> <li>• State DROP Employee</li> <li>• State Extra/Seasonal</li> <li>• State Contract Employee</li> </ul>
Employee Master Data Records	The employee data master records are the most critical element in the HR component for AASIS. When an employee is hired, all relevant information must be entered in order to support basic HR administration, time recording, and payroll purposes.
Employee Subgroup	The employee subgroup is a further division of employee groups. The employee subgroups include: <ul style="list-style-type: none"> <li>• Employees</li> <li>• Retirees</li> <li>• Uniformed Non-Commissioned</li> <li>• Uniformed Commissioned</li> </ul> <p>The employee subgroup is critical to the Time Management component because it defines the following elements:</p> <ul style="list-style-type: none"> <li>• Work Schedules</li> <li>• Attendance</li> <li>• Absence Quotas</li> </ul> <p>The most important features of the employee subgroup are as follows:</p> <ul style="list-style-type: none"> <li>• It defines an employee’s pay (for example, retail).</li> <li>• It serves as the basis for wage types.</li> <li>• It can serve as the basis for setting up appraisal criteria.</li> <li>• It can determine default values for Payroll Accounting and basic pay.</li> <li>• It is used as a selection criterion for performing searches and generating reports.</li> <li>• It is used to check and validate data.</li> </ul>
Employment Status Change	If an employee moves from full-time or part-time employment to extra help, benefits must be terminated. Other employee status changes may result in a benefits change.
Enterprise Structure	The enterprise structure includes the company code, personnel areas and personnel subareas. These groupings affect time management and payroll accounting. The enterprise structure is used to group employees according to various categories, such as “classified” or “unclassified” employees. These categories are defined by Payroll, Time & Leave, and Benefits processing rules.

Term	Definition
Evidence of Insurability (EOI)	<p>Evidence of Insurability is the documentation required by a vendor to prove that a participant meets qualification standards for coverage.</p> <p>The AASIS system allows you to keep track of approval status.</p>
First and Second Program Grouping	<p>First Program grouping is the highest level of benefit determination utilizing Personnel Area. Second Program grouping is a means of sub-dividing the Personnel Area using Employee Group, Employee Subgroup, and Work Contract.</p>
Infotypes	<p>Personnel master data is maintained through various entry screens called information types or “infotypes.” Infotypes hold relevant information on a particular aspect of an employee. Infotypes are used to group related data fields together to help provide structure to information, facilitate data entry, and enable you to store data for specific periods.</p> <p>Infotypes are identifiable through a four-character numerical string. For example:</p> <ul style="list-style-type: none"> <li>• Personal Data (0002) - Infotype contains the employee’s first name, last name, Social Security number, etc.</li> <li>• Addresses (0006) - Infotype contains the employee’s street address, city, state, phone number, etc.</li> </ul>
Internal Order	<p>An internal order is a tool used to monitor short-term or project-related costs. Internal Orders are settled to either a Cost Center, Balance Sheet Account, or another Order at the end of the accounting period.</p> <p>Internal orders will be used where more detailed cost tracking information than cost center and account is required.</p> <p>Example: You want to track costs for employees attending a certain seminar or training session.</p>
Job	<p>Job is a classification that describes a position. More than one position can have the same job classification.</p>
Leave Compensated	<p>Compensated hours in the Quota Overview that are paid out. Details of all compensated hours are found in the Time Quota Compensation (0416) infotype.</p>
Leave Entitlement	<p>Entitlement hours in the Quota Overview that are available to the employee and that may be taken off. This is also located in the Absence Quota (2006) infotype and may be viewed through Quota Overview.</p>
Leave of Absence	<p>If an employee moves to a leave status, such as Military, benefits must be terminated.</p>
Leave Requested	<p>Requested hours in the Quota Overview that were taken off such as annual leave. Details of all requested hours are found on the Absence (2001) infotype.</p> <p>Example: An employee who takes 8 hours off for vacation will increase the ‘Requested’ balance by 8 hours.</p>
Master Data	<p>AASIS uses Master Data to organize and store information. Master data is related information that forms the basis of all system processing. In the HR component, Master Data is an area where employee information is stored and maintained. Recording employee data for administrative, time recording and payroll purposes is the primary function of master data administration.</p>

Term	Definition
Object Type Key	<p>An Object type key allows you to easily identify the different object types when viewing or maintaining the organizational structure.</p> <p>O=Organizational Unit C=Job S=Position P=Person K=Cost Center</p>
Off-Cycle Payroll	<p>Payroll run that is carried out in addition to the regular payroll run for a specific day and individual employees.</p> <p>This function enables you to carry out specific off-cycle payroll activities for individual employees on any day. Example: A missed career service payment or incorrect payroll, etc.</p> <p>You can issue a payment to replace an incorrect payment, lost/destroyed, stolen warrant, or a missed payment through the off-cycle process.</p>
Organizational Structure	<p>The organizational structure relates to how work is done and who does it within the State. The organization structure allows you to establish and maintain a detailed functional model of your organization. The model is called an organizational plan. Once you establish an organizational plan, it is possible to use the features available to plan for future developments of the State of Arkansas organization. This includes organizational units, jobs, and positions.</p>
Organizational Units	<p>Organizational units are the various departments, divisions, offices, and/or sections which exist within a state agency.</p>
Pay Scale/Grade Area	<p>The pay scale area further divides the pay scale type.</p>
Pay Scale Grouping/Pay Grade	<p>Pay scale group defines the salary ranges (grade) allowed in the structure. A pay scale group is expressed as wage type.</p>
Pay Scale Type/Pay Grade Type	<p>The pay scale type defines the area where a set of regulations and collective agreements for an employee is valid.</p>
Payroll	<p>Payroll calculates the gross and net pay, which comprises the individual payments and deductions that are calculated during a payroll period. Payroll posts to Financial Accounting/Controlling, including month-end accruals. It also provides the direct deposit of employee pay, third party remittances, and earnings statements.</p>
Payroll Area	<p>The payroll area groups employees according to how often and on what schedule they are paid.</p> <p>The payroll area provides the payroll program with two pieces of information: the groups of employees to be included and the dates of the payroll period.</p> <p>The following payroll areas are defined for the State: Biweekly, Semi-Monthly, and Termed Payroll.</p>
Personnel Actions	<p>Personnel actions are groups of infotypes that reflect a particular personnel procedure, such as hiring an employee or processing a leave of absence. Each action includes infotypes that you must maintain to perform particular personnel procedures. Infotypes are maintained sequentially within the personnel events. This ensures that all data relevant to particular personnel procedures are recorded and all records are properly delimited in the system.</p>



Term	Definition
Personnel Area	Personnel area is the physical location of a position. The personnel areas have a unique four-character code. Some examples are PSC Building (PS01), DAH - Old State House (AH03), and Devil's Den State Park (PT16). The first two characters represent the agency and the next two characters represent the location.
Personnel Structure	The personnel structure is an administrative structure that groups employees for the purposes of setting up different work schedules, remuneration, or authorization checks into employee groups, subgroups, and payroll accounting areas.
Personnel Subarea	<p>Personnel subarea shows employee timekeeping rules for overtime eligibility, work schedule and leave processing. An employee is assigned a personnel subarea based on their position. An example of a personnel subarea is 'NEL1'. Further definition is as follows:</p> <p>N - Employee not eligible for overtime (standard, 8/80, 7K).</p> <p>E - Employee not eligible for overtime.</p> <p>L - Assigned to all categories.</p> <p>1 - Eligible to accrue Annual Leave, Sick Leave, Holiday/Birthday Leave.</p>
Planned Working Time	<p>All regular employees must have a planned working time. A planned working time is information on an employee's scheduled working time for a specific period.</p> <p>Planned working times are work schedule rules, positive or exception reporting, workweeks, and the percentage a part-time employee works.</p> <p>Planned working time can be defined by specifying a start or end time or as a number of hours to be worked.</p>
Planning Period	<p>A planning period is the earliest start date for a business event.</p> <p>The default start date for the planning period is the current date.</p>
Position	A position is held by an employee and is described by a job.
Position Change	If an employee transfers between agencies and the benefits are the same for both agencies, termination is not required. If a benefit offered by the transfer 'from' agency is not offered at the 'to' agency, 'from' benefit plan(s) should be terminated. Other employee position changes may result in a benefits change.
Prebook Attendance	<p>If there is no business event scheduled in the required period, an attendee can be prebooked for the business event type for a specified time period.</p> <p>The prebooking function offers an additional planning feature by providing important demand information. When you have a number of prebookings from organizational units, for example, you can register demand for a business event.</p>
Prebook List	<p>The prebook list function lets you make multiple prebookings in one step.</p> <ul style="list-style-type: none"> <li>• Prebook list per business event - You can prebook multiple attendees (and attendee types) for one business event at the same time.</li> <li>• Prebook list per attendee - You can book one attendee for multiple business events at one time.</li> </ul> <p>The data for the attendees you want to prebook list must be already stored in the system.</p>
Qualification	A qualification is a skill, knowledge, or an ability that is of interest to the State of Arkansas and which can be assigned to a position. A qualification is imparted to an attendee's educational/career management record upon completion of a Training Event.

Term	Definition
Quota Overview	A screen that summarizes the leave balances according to the leave type, entitlement, requested, compensated, and remaining hours.
Rebook Attendee	<p>You create a rebooking if an attendee who is booked for a business event wants to change the date of the booking. You cancel the existing booking and create another booking for a business event of the same type.</p> <p>Existing prebookings for the attendee on the business event type are automatically deleted. Existing waiting-list bookings of the attendee on the business event type are deleted. If integration with Time Management is active, the attendance records are updated accordingly when you rebook an attendee of the type “person.” In this case, the old record is deleted and a new record added.</p>
Relationships	One organizational object can have a relationship to another object. Each defined relationship has two relationship types. For each relationship created, the corresponding inverse relationship is automatically set up. For example, if “A” reports to “B”, then “B” is the line supervisor of “A.”
Remuneration Statement	An employee’s remuneration statement (earnings statement) lists the earnings and deductions for the current period and year to date. A remuneration statement may be viewed or printed by the Time Specialist following a live payroll run using a local printer.
Subtypes	Some infotypes cover broad groups of information. AASIS further defines (or breaks down) relevant information to an infotype into “subtypes” of data. For example; the Family Related Persons (0021) infotype has multiple subtypes such as Husband (91), Wife (90), Son (93), Daughter (92) and so on.
Time and Leave Administration	Time and Leave Administration is the process of maintaining work schedule changes (permanent work schedule change), adding a substitution (temporary work schedule change), managing catastrophic leave, maintaining absence quotas, paying out leave balances, and checking leave accrual starting date, etc.
Time Evaluation	<p>The purpose of time evaluation is to process the employee’s time data. Time data will be entered into CATS, approved, and transferred to the time management infotypes for absences (IT2001) and attendances (IT2002). Once the time data is transferred, it can be processed through time evaluation.</p> <p>Time Evaluation is used to create time wage types (e.g. regular pay), store time balances (e.g. regular hours ytd), and update infotype records (e.g. absence quotas). Time Evaluation is carried out nightly, although if there have been errors it may need to be on an ad-hoc basis (especially before a payroll run).</p> <p>Once Time Evaluation has run successfully, tables are updated with time balances, time wage types, errors, etc. The time wage types are passed onto payroll for payroll processing.</p>
Time Management	The Time Management component provides the means to plan, record, and evaluate employees’ worked and absence times. It also allows you to display and record working times flexibly.
Time Recording	Time Recording is the first step in the time and payroll process. Non-exempt employees are required to report all time worked in order to be paid. They also need to report start time and end time to be FLSA compliant. Exempt employees may be required to report all time worked if their work schedules are very irregular. Most exempt employees, however, only need to report exceptions, such as an absence, work for an alternative cost center, etc. Exempt employees only need to report the number of hours worked. Start/End time is not required.

Term	Definition
Training & Events Dynamic Menu	Training and Events Management has six dynamic or data-driven menus. You will use the following three: dynamic event menu, dynamic information menu, and the dynamic attendance menu. They are dynamic in the sense that data you create in one menu is automatically updated in the other menus. This data is immediately accessible and ready for editing.
Training Request	<p>A training request is the process by which an employee is approved to attend a training course.</p> <p>An employee can submit a training request by sending their supervisor a paper form or an e-mail message.</p> <p>Employees view the course catalog (event catalog) and availability either online or in printed format.</p>
Transactional Data	<p>Transactional data is required to perform daily business activities. Some types of Human Resources transactional data include:</p> <ul style="list-style-type: none"> <li>• Time Entry</li> <li>• Payroll</li> </ul>
Validity Period	A validity period is a period of time that a record is valid.
Wage Type	<p>A wage type is used by the system to state a rate, number, or an amount (one or all) used to calculate a payment or deduction.</p> <p>The classification of wage types is based on the definition of payments/deductions and aspects of personnel administration, payroll accounting, and cost accounting.</p> <p>A sequence of specific wage types is defined for a certain number of employees based on employee groups. The wage type model is stored in the AASIS system and can be proposed as a default when the appropriate procedures are carried out. Time input comes through attendance and absence types and is converted to wage types. Some wages types are actually entered into Time.</p>
Wage Type Structure	<p>Defined by primary wage types and secondary wage types.</p> <p>Primary wage types can be dialog wage types that are created during master data entry or time wage types that are selected by the system for time evaluation.</p> <p>Secondary wage types are technical wage types that are created by the system (for example: total gross amount). The system creates secondary wage types during a payroll run or derives them from specific factors.</p>
WBS Element	Work Breakdown Structure elements represent various work activities or phases of a grant or project. They are grouped together in a hierarchical structure to capture various costs. An example of a WBS Element is an employee assigned to work on a project for a specific period of time such as testing AASIS data.
Work Contract Field	Determines eligibility benefits based on scheduled working hours.
Work Period	See Working Week.

Term	Definition								
Work Schedule Rule	<p>Before an employee's work schedule is determined, the employee must be assigned to a work schedule rule. Employees are assigned to a work schedule rule in the Planned Working Time infotype (0007). Example: Non-exempt part-time employees will be assigned a work schedule OPEN.</p> <p>A work schedule defines the days of the week and the hours in each day an employee is expected to work.</p> <p>The work schedule rule is defined by the personnel subarea. Exempt employees are assigned to the personnel subareas: NEL1, NEL2, NEL3, NEL4. Non-Exempt employees are assigned to the Personnel Sub-Areas: OAL1, OAL2, OAL3, OBL1, OBL2, OBL3, OCL1, OCL2, OR OCL3.</p>								
Working Week	<p>The various work periods located in the Planned Working Time (0007) infotype. The attribute of the working week also includes the number of days in a period in which compensatory time is calculated. The days vary according to each rule:</p> <table> <tr> <td>Rule</td><td>Days</td></tr> <tr> <td>Standard</td><td>7</td></tr> <tr> <td>8/80</td><td>14</td></tr> <tr> <td>7K</td><td>7, 14, 28</td></tr> </table>	Rule	Days	Standard	7	8/80	14	7K	7, 14, 28
Rule	Days								
Standard	7								
8/80	14								
7K	7, 14, 28								



## ***AASIS Abbreviations***

Abbreviation	Term
AASIS	Arkansas Administrative Statewide Information System
BPP	Business Process Procedure
CATS	Cross-Application Time Sheet
EOI	Evidence of Insurability
ESS	Employee Self-Service
GUI	Graphical User Interface. (pronounced 'gooey')
R/3	Real Time, 3 Tier
SAP	Systems, Applications and Products
SME	Subject Matter Expert
WBS	Work Breakdown Structure
WF	Workflow



## ***Crosswalk***

### ***AASIS Terms to AHRMS Terms***

AASIS Term	AHRMS Term
Absence Quota	Leave Type
Absence Quota Balance	Leave Type Balance
Absence Type	Type of Hours Absent
Attendance Type	Type of Hours Worked
Cost Center	Cost Code
Cross-Application Time Sheet (CATS)	Timesheet
Document Number	Voucher Number
Employee Appraisal	Performance Evaluation
Employee Master Data	Employee Personal and Payroll Data
Funds	Appropriation
Job	Classification
Personnel Number/Social Security Number	Social Security Number
Position Number	Position Number
Qualifications	Knowledge, Skills, Abilities (KSAs)
Qualifications	Minimum Qualifications
Wage Types	Earnings and Deductions